



SA-10-90

DATE: June 7, 1990

TO: All Facility Safety Heads
All Facility Coordinators

FROM: 429/Safety Manager, Head, Safety Engineering Branch,
SSQRD

SUBJECT: MSDS Procedures for Purchase Requests

OSHA regulations require Material Safety Data Sheets (MSDS's) for hazardous materials. LaRC has adopted the following procedure for assuring MSDS's are available when hazardous material is obtained via a Purchase Request:

1. If an MSDS for the material being purchased has not been obtained previously or is not on file at the use location, the purchaser shall indicate an MSDS is required from the supplier. This is done by so indicating in Block III of the Hazardous Material Form (LARC Form 44) and in Block 13 of the Purchase Request (LaRC Form 125). Once obtained, the MSDS must be kept in the MSDS file at the use location.

OSHA regulations require MSDS's be provided by suppliers; shipments may be rejected if they are not.

2. If an MSDS has been obtained previously, a copy shall be included with the Purchase Request and Hazardous Material Form. This will simplify the procurement process and eliminate the possibility of unnecessary shipment rejection for failure of the supplier to provide an MSDS.

Users of hazardous material are reminded that OSHA regulations also require a current inventory of hazardous materials be kept at use locations. When new materials are received, the inventory must be updated.

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